

# Cascade County Job Description

<b>Class Title</b>	<b>Adult Detention Officer</b>
<b>FLSA</b>	<b>Non-Exempt</b>
<b>Date</b>	<b>August 2011</b>

## Job Summary

Guards inmates at the Cascade County Regional Detention Center in accordance with established policies, procedures and as directed for public safety. May guard inmates in transit between the detention center, courtroom, prison, or other points. Under the direct supervision of the Shift Supervisor or general supervision of the facility command staff. Responsible for maintaining a secure detention facility and the safe custody of all inmates. Performs a variety of technical and administrative tasks associated with facility operations and the incarceration of inmates. Work includes the observation and accompaniment of inmates inside and outside the detention center and related care record keeping requirements. Officers maybe assigned to work any shift.

## Distinguishing Class Features

Patience and firmness are required in frequent contacts with inmates who are violent (murderer's, rapist, child molesters, fighters, etc.), suicidal, and mentally unstable. Officers are also subjected to hazards associated with custody work including exposure to various hazards such as noise, a variety of physical conditions, close quarters and exposure to human body fluids.

## Essential Job Duties and Responsibilities

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions, which may be found in positions of this class.)*

- Conduct head counts to ensure that each inmate is present;
- Monitor conduct of inmates in cellblocks, or during work or recreational activities, according to established policies, and procedures, to prevent escape or violence;
- Inspect conditions of locks, window bars, grills, doors, and gates at detention facility to ensure security and help prevent escapes;
- Record information, such as inmate identification, incidences of inmate disturbance, and keep daily logs of inmate activities;
- Search inmates, vehicles and conduct shakedowns of cells for valuables and contraband, such as weapons or drugs;
- Use weapons, handcuffs, and physical force to maintain discipline and order among inmates;
- Inspect mail and property for the presence of contraband;
- Conduct fire, safety and sanitation inspections;
- Settle disputes between inmates;
- Observe meal distribution;
- Observe medication pass;
- Conduct equipment and tool inventories at the workstation and in the cellblocks (material safety data sheet);
- Monitor hygiene control;
- Attend trainings, meetings, conferences and workshops as requested and authorized;
- Observing, receiving and otherwise obtaining information from relevant sources;
- Enter, transcribe, record, store or maintain information in written or electronic/magnetic form;

- ❑ Take on responsibilities and challenges;
- ❑ Performs related work as required.

## Required Knowledge and Abilities

### *Knowledge and understanding of:*

- ❑ Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions;
- ❑ Laws, legal codes, court procedures, precedents, government regulations, executive orders and agency rules;
- ❑ Basic computer hardware and software, including applications Word, Excel, Outlook and AS400;
- ❑ Prisoner restraint and transportation;
- ❑ First aid and CPR;
- ❑ Behavior modification techniques;
- ❑ Self defense techniques;
- ❑ Recordkeeping, report preparation, filing methods and records management techniques;
- ❑ Legal and law enforcement terminology;
- ❑ Safety rules, procedures and practices.

### *Skill in:*

- ❑ Using tact, discretion, initiative and independent judgment within established guidelines;
- ❑ Reacting in an emergency and making sound, rational decisions, demonstrating good judgment;
- ❑ Monitoring/assessing inmate performance, and making improvements or take corrective action;
- ❑ Social perceptiveness being aware of others' reactions and understanding why they react as they do;
- ❑ Critical thinking using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- ❑ Active listening;
- ❑ Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations;
- ❑ Educate and encourage others to follow practices and procedures to accomplish work objectives.

### *Ability to:*

- ❑ Analyze situations quickly and objectively, to recognize actual and potential danger, and to determine a proper course of action;
- ❑ Effectively cope with stressful situations, tactfully and with respect to the rights of others;
- ❑ Read, interpret and communicate laws, ordinances, rules and regulations, and apply such in the course of the work;
- ❑ Maintain an effective and professional working relationship with co-workers, supervisors, other county employees, other agency personnel, and citizens of varied racial and economic backgrounds contacted during the course of work and out of work;
- ❑ Prepare accurate, reliable and grammatically correct written reports containing findings, recommendations and legal terminology;
- ❑ Follow oral and written directions;
- ❑ Communicate effectively verbally and in writing;
- ❑ Consider the relative costs and benefits of potential actions to choose the most appropriate one;
- ❑ Use active listening skills;
- ❑ Concentrate on a task over time without being distracted;
- ❑ Pay attention to detail and accuracy;

- ❑ Handle inmate complaints, settle disputes, resolve grievances or conflicts, or otherwise negotiate with others;
- ❑ Inspect equipment, structures, or materials to identify cause of errors or other problems or defects;
- ❑ Accept constructive criticism;
- ❑ Deal effectively with stressful situations in a professional manner, which include (suicide/attempted suicides, deaths, the mentally unstable, drunks, drug addicts, fighters);
- ❑ Provide personal assistance, medical attention, or personal care to others such as coworkers, customers, or patients;
- ❑ Be honest and ethical;
- ❑ Be reliable, responsible, dependable and fulfill obligations;
- ❑ Lead, take charge and offer opinions and direction;
- ❑ Perform heavy manual labor, including bending, stooping, reaching, carrying and lifting heavy objects weighing up to 50 lbs;
- ❑ Manual dexterity of both hands and feet to perform activities such lifting overhead, twisting, climbing ladders and stairs, repetitive arm motion below, at, and above shoulder level;
- ❑ Walk 5-7 miles per day on a variety of surfaces such as concrete, pavement, dirt, and grass;
- ❑ Work while wearing required personal safety equipment which includes gloves, safety glasses, etc. as needed;
- ❑ Works independently and as a team member;
- ❑ Observe work hours;
- ❑ Demonstrate punctuality;
- ❑ Work collaboratively with management and co-workers;
- ❑ Observe established lines of authority;
- ❑ Deal with the public or other employees in a pleasant and courteous manner;
- ❑ Establish and maintain effective working relationships with supervisor, co-workers, and building occupants;
- ❑ Exercise sound judgment within established policies and procedures;
- ❑ Work extended hours, nights, weekends and holidays as needed;
- ❑ Other duties as assigned.

## Reporting Relationships

General supervision is provided by a Sergeant or a higher level of personnel depending upon assignment. Chain of command Corporal, Staff Sergeant, Sergeant, Lieutenant, Commander, Undersheriff, Sheriff.

### ***Decision- making Authority:***

May exercise independent judgment in prioritizing emergency situations.

### ***Challenges and Problems:***

Challenged to prioritize work orders and jobs and being able to respond to emergency and security situations.

## Minimum Qualifications

### ***Education/Experience/Training:***

- Graduation from high school or G.E.D. **and**
- Must be at least 18 years of age at the time of employment;
- Recruitment & selection processes will involve a written test, oral interview, extensive criminal background check and psychological evaluation;

- The Employer shall supply any shots necessary to the employees at the Employer's expense. These shots shall include TB test, Hepatitis A and B or any other shots that are deemed necessary by the Employer for the employee's safety.

***Desired Qualifications:***

- Previous experience in a detention setting desirable.

***Certifications:***

- Successful completion of the Montana State Law Enforcement Academy Corrections/Detention Officer basic within one (1) year of employment;
- First Aid and CPR certification required within one (1) year of employment;
- OC and Taser certification required within six (6) months of employment.

***Sheriff's Office Employment Statement:***

Any individual with a felony conviction, a domestic violence conviction or outstanding warrants is ineligible for consideration for employment by the Cascade County Sheriff's Office. Other types of convictions will be considered on a case by case basis.

**Essential Physical Abilities**

***Essential Physical Abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of the job, the employee is required to sit for extended periods;
- Must be able to control, restrain, and subdue individuals and defend against an attack;
- Frequently required to stand and walk; climb stairs; reach with hands and arms; stoop, kneel, crouch, or crawl; speak and hear; and lift and/or move up to, but not limited to 50 pounds;
- Occasionally required to walk and/or run on slippery, and /or uneven surfaces;
- Personal mobility which permits the employee to enter and search a variety of confined spaces;
- Clarity of speech and hearing which permits the employee to hear voice conversation and to communicate.

***Working Conditions:***

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Rotating shift work is required;
- Potential exposure to smoke, noxious odors, fumes, chemicals, needles, drugs, infectious diseases, blood borne pathogens, body fluids, and toxic substances are additional hazards of the position;
- Exposure to physical violence;
- The noise level in the work environment varies from low to sporadically loud.

Approved: August 25, 2011

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

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Date